

C.I.G. Administrative Instructions

Approved for release 2011/01/07 : CIA-RDP81-01732R000100100004

UNCLASSIFIED

1 of 1

File

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

STATINTL

ADMINISTRATIVE INSTRUCTION
No. [REDACTED]

27
27 July 1949

SUBJECT: Reporting Postage Stamp Disposition

1. Effective 1 July 1949, postage stamp custodians will report postage stamp disposition and activity on "Postage Stamps Disposition and Summary Report" Form No. 34-13 July 1949, (sample attached). The new form replaces "Postage Stamp Disposition Record" Form No. 34-13 and "Foreign Stamp Disposition Record" Form No. 34-13a which should not be used ~~after 30 September 1949~~ hereafter.

2. The revised form will be submitted quarterly as of 30 September, 31 December, 31 March, and 30 June to the Budget Officer, Washington Office. The blank form is unclassified but when completed will be given appropriate security classification by the reporting office.

3. An initial supply of the new form has been forwarded to each using office. Future requirements will be requisitioned in the normal manner.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[REDACTED]
Captain, USN
Executive

ATTACHMENT: L.
DISTRIBUTION: A.

W3

CENTRAL INTELLIGENCE AGENCY
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✓ file ✓

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DISTRIBUTION: A.

✓

1949 AUG 8 AM 11 24

BUDGET OFFICE

PERIOD ENDING		Page No.
U. S. VALUE		VOUCHER NO.
\$		FOREIGN VALUE

DISPOSITION RECORD

[illegible]

I Certify that this disposition record is true and correct; that postage stamps for which values are entered above were used for official business; that a copy of each letter evidencing stamp expenditures is available for inspection.		Carry forward to next numbered page	TOTAL
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1949 AUG 8 AM 11 24

SIGNATURE OF CUSTODIAN

SIGNATURE OF RESPONSIBLE OFFICIAL

TITLE

DATE _____

TITL

DATE _____

SUMMARY REPORT

FROM (DATE) Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010048-1 THROUGH (DATE)

☐ Satisfactorily explain discrepancies between columns 4 and 7 or 5 and 8
or forward check payable to the Treasurer of the U.S. covering shortage

BEGINNING INVENTORY AND ADJUSTMENTS

PHYSICAL INVENTORY - END OF PERIOD

ITEM 1.	DENOMINATION 2.	UNITS 3.	AMOUNT-FOREIGN 4.	AMOUNT - U.S.\$ 5.	UNITS 6.	AMOUNT-FOREIGN 7.	AMOUNT - U.S.\$ 8.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
SUB-TOTAL							
RECEIPTS AND/OR PURCHASES - ADD							
TRANSFERS OUT-DEDUCT							
STAMPS USED-DEDUCT							
NET BALANCE							

REMARKS: (Cite purchase voucher numbers and exchange rates; describe receipts other than local purchases; explain discrepancies, etc.) Use continuation sheet if necessary.

AS 11 11 54

OFFICE

I CERTIFY THAT THIS REPORT IS CORRECT AND THE STAMPS ON HAND AGREE WITH THE PHYSICAL INVENTORY.

SIGNATURE OF CUSTODIAN

DATE

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

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Satisfactorily explain discrepancies between columns 4 and 7 or 5 and 8 or forward check payable to the Treasurer of the U.S. covering shortage

		BEGINNING INVENTORY AND ADJUSTMENTS			PHYSICAL INVENTORY - END OF PERIOD		
ITEM	DENOMINATION	UNITS	AMOUNT-FOREIGN	AMOUNT - U.S.\$	UNITS	AMOUNT-FOREIGN	AMOUNT - U.S.\$
1.	2.	3.	4.	5.	6.	7.	8.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
SUB-TOTAL							
RECEIPTS AND/OR PURCHASES - ADD							
TRANSFERS OUT-DEDUCT							
STAMPS USED-DEDUCT							
NET BALANCE							
REMARKS: (Cite purchase voucher numbers and exchange rates; describe receipts other than local purchases; explain discrepancies, etc.) Use continuation sheet if necessary.							
I CERTIFY THAT THIS REPORT IS CORRECT AND THE STAMPS ON HAND AGREE WITH THE PHYSICAL INVENTORY.							
SIGNATURE OF CUSTODIAN		DATE		SIGNATURE OF RESPONSIBLE OFFICIAL		DATE	